

ADM-4

DD/S&T-1213-63

29 August 1963

MEMORANDUM FOR: Assistant Directors: OSI, OEL, ORD,  
OSA and OCS

SUBJECT: Space in Headquarters Building

1. During the course of the last several days it has become apparent to me that uncoordinated approaches to the Logistics Services Division by various DD/S&T components on matters pertaining to space requirements may well have worked to our collective disadvantage.

2. The paucity of available office space, and the great demands for such space in this building, are well known to all of us. I believe this is one area in which we are better advised to act in as reasonably coordinated manner as possible. By so doing we enhance our own possibilities of acquiring more space and also prevent any DD/S&T units unwittingly competing with each other.

3. May I request, therefore, that any proposed approach to the Logistics Services Division on matters pertaining to either the acquisition of new space, the relinquishing of any space, or any major rearrangements within your own offices be first informally discussed with me by your appropriate representative. Such prior conversation will allow us to judge whether or not the proposed action is in any possible conflict with other matters already underway.

[Redacted]  
Executive Officer  
Deputy Director  
(Science and Technology)

cc: Chief, Logistics  
Services Division

Distribution:  
1 ea Addressee  
1 - Logistics  
1 - [Redacted]  
1 - [Redacted]

GROUP 1  
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DD/S&T